

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**

Bureau of Adult Education and Nutrition Programs

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**M E M O R A N D U M**

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TO: Child and Adult Care Food Program (CACFP) Day Care Home Sponsors

FROM: Maureen B. Staggenborg, Acting Bureau Chief  
Bureau of Adult Education and Nutrition Programs

DATE: February 6, 2004

SUBJECT: Operational Memorandum #11H-04 QFO and Mealtime Memos  
**1. Qualified Food Operator (QFO) Regulation**  
**2. Mealtime Memos**

**1. Qualified Food Operator (QFO) Regulation**

Connecticut State Department of Health regulations require at least one QFO in each food service establishment which prepares and/or serves potentially hazardous foods prepared using hot processes. The regulations define the responsibilities of both the food service establishment and the QFO as outlined in the attached document, *Responsibilities of Child Nutrition Programs Regarding the Qualified Food (QFO) Requirement*. Food Safety and Sanitation Course announcements are also enclosed. Courses provide participants with the knowledge and skills required to keep food safe, and prepare them to take the National Certified Professional Food Manager Exam and meet Connecticut's requirement for a QFO.

**2. Mealtime Memos**

Enclosed are the most recent issues of Mealtime Memos for Child Care from the National Food Service Management Institute:

- 2003-1: Snacks Can Be Healthful and Appealing
- 2003-2: Serving Meals Family-Style
- 2003-3: Chatting with Children at Mealtimes
- 2003-4: Menu Planning Makes the Difference
- 2003-5: Are You Ready for an Emergency?
- 2003-6: Tips for Handling Food Safely

Mealtime Memos are also available in Spanish at: [www.nfsmi.org](http://www.nfsmi.org).

If there are questions regarding the issues addressed in this memorandum contact Charlene Russell-Tucker at 860-807-2071, or Susan Bohuslaw at 860-807-2073.

Enclosures

MBS: crt  
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